



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

October 6, 2015

**Closing Date: October 12, 2015**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on October 13, 2015).

**Title: PUBLIC SCHOOL PROGRAM COORDINATOR**

**Position Number: 2208-3009**

**Grade: C123**

**Educator Licensure**

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### **DUTIES:**

This position will be supervised by the Director of Educator Licensure and will oversee the Educator Preparation sub-unit within the overall Educator Licensure Unit; approve all educator preparation programs at institutions within the State; work with the Council of Dean's for the College of Education; collaborate with the Arkansas Department of Higher Education through monthly meetings to monitor progress of educator preparation programs; oversee the increasing number of non-traditional educator preparation programs within the State; develop MOU's to govern programs; ensure accountability requirements are met by all programs within the State, traditional and non-traditional; oversee the CAEP accreditation process; oversee the PRAXIS licensure assessment cut score setting; and monitor progress of candidates.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one year provisional license and a standard license in Arkansas; hold a master's degree in educational administration or a related field.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in secondary education, educational administration or a related field; plus four years of experience in education, public school administration or a related field, including two years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.